

# BRIGHAM YOUNG UNIVERSITY

## Staff and Student Pay Schedule for 2015 - 2016

<b>PAY PERIOD</b>	<b>PAY PERIOD COVERED</b>	<b>DIRECT DEPOSIT (Friday)</b>	<b>PAPER CHECKS** (Monday)</b>
1	Aug 29 – Sep 11	Sep 18	Sep 21
2	Sep 12 – Sep 25	Oct 2	Oct 5
3	Sep 26 – Oct 9	Oct 16	Oct 19
4	Oct 10 – Oct 23	Oct 30*	Nov 2
5	Oct 24 – Nov 6	Nov 13	Nov 16
6	Nov 7 – Nov 20	Nov 27	Nov 30
7	Nov 21 – Dec 4	Dec 11	Dec 14
8	Dec 5 – Dec 18	Dec 24	Dec 28
9	Dec 19 – Jan 1	Jan 8	Jan 11
10	Jan 2 – Jan 15	Jan 22	Jan 25
11	Jan 16 – Jan 29	Feb 5	Feb 8
12	Jan 30 – Feb 12	Feb 19	Feb 22
13	Feb 13 – Feb 26	Mar 4	Mar 7
14	Feb 27 – Mar 11	Mar 18	Mar 21
15	Mar 12 – Mar 25	Apr 1	Apr 4
16	Mar 26 – Apr 8	Apr 15	Apr 18
17	Apr 9 – Apr 22	Apr 29*	May 2
18	Apr 23 – May 6	May 13	May 16
19	May 7 – May 20	May 27	May 27
20	May 21 – Jun 3	Jun 10	Jun 13
21	Jun 4 – Jun 17	Jun 24	Jun 27
22	Jun 18 – Jul 1	Jul 8	Jul 11
23	Jul 2 – Jul 15	Jul 22	Jul 22
24	Jul 16 – July 29	Aug 5	Aug 8
25	Jul 30 – Aug 12	Aug 19	Aug 22
26	Aug 13 – Aug 26	Sep 2	Sep 2

\*3<sup>rd</sup> payroll in the month

\*\*Direct deposit is university policy.

**BI-WEEKLY PAYROLL**

**Information for Full-time Staff**

Each pay period will cover two weeks, beginning with a Saturday and ending on a Friday. Pay for the pay period will be issued on the following Friday by direct deposit per University Policy. Those not yet on direct deposit may pick up their check the following Monday.

Staff increases will be effective at the beginning of the pay period which includes September 1. Therefore, the 2015-2016 salaries will be effective August 29, 2015 and paid out September 18, 2015.

Vacation and sick leave will be accrued each bi-weekly pay period on an hour-per-hour basis:

**Bi-Weekly Accrual**

Sick Leave = 3.69 hours (12 days/yr)

Vacation = 3.69 hours (12 days/yr) - if less than 5 years service  
 4.62 hours (15 days/yr) - 5-10 years service  
 5.54 hours (18 days/yr) - 10-15 years service  
 6.77 hours (22 days/yr) - 15 + years service

If less than full pay for the pay period, the hour-per-hour accruals are calculated based on the following:

3.69 hours = .046125 x hours paid  
 4.62 hours = .05775 x hours paid  
 5.54 hours = .06925 x hours paid  
 6.77 hours = .084625 x hours paid

The payroll calendar for 2015-2016 is shown on the back of this sheet.

If you have questions, please call the Compensation Department at extension 2-4092.

<b>Accrual for 3.69</b>	
1 day	8 hrs = 0.37
2 days	16 hrs = 0.74
3 days	24 hrs = 1.11
4 days	32 hrs = 1.48
5 days	40 hrs = 1.85
6 days	48 hrs = 2.21
7 days	56 hrs = 2.58